



**POSITION ANNOUNCEMENT**  
**RESOURCE CONSERVATION TECHNICIAN**  
*Crook County Natural Resource District, Sundance, WY*

The Crook County Natural Resource District (CCNRD) is seeking a motivated individual, for a part-time (approximately 24-29 hours per week), temporary position (not to exceed six (6) months), to fulfill the CCNRD's mission of improving the quality of life for communities in Crook County. The CCNRD promotes clean water and air, healthy rangelands, agricultural lands, and quality habitat for aquatic and terrestrial wildlife. The CCNRD achieves this mission by providing information, education, and technical services to the public. This position will be responsible for assisting staff with water quality and habitat data collection, providing education and outreach activities to address natural resource concerns, and working with partnering organizations to plan watershed improvement projects that support the CCNRD's mission.

**RESPONSIBILITIES AND DUTIES:**

1. Assist CCNRD personnel in implementing the Water Quality Improvement Program. Specific activities entail field sampling, installing field data collection devices, maintaining data spreadsheets, and assistance in calibrating and maintaining monitoring equipment as specified in the CCNRD's Sampling Analysis Plan and/or manufacturer recommendations.
2. Assist with the evaluation of water quality and water development projects, implement riparian and wildlife habitat assessments, and conduct field work to help inform land use management decisions and utilize resource conservation practices.
3. Contribute updates to the CCNRD's Long-Range Plan, Annual Plan of Work, and Annual Report.
4. Assist with planning and developing water quality and habitat improvement outreach and education; including but not limited to newsletter and social media development, coordinating with staff to implement outreach events, and designing program materials for displays and the 2025 Crook County Fair.
5. Assist staff with coordination of an electronic recycling (e-cycling) event and tree sale program.
6. Attend meetings and/or trainings at the request of the CCNRD Board of Supervisors.
7. Other duties as assigned.

**PREFERRED QUALIFICATIONS:**

- At a minimum, the applicant should demonstrate progressive coursework toward or have completed an associate degree in biology, natural resource management, range science, outdoor education, or other related natural resource field. A bachelor's degree in biology, water ecology, watershed management, range science, outdoor education, or other related natural resource field is preferred.
- Proficiency in Microsoft Word and Excel, Adobe, and ArcGIS or similar programs is preferred.
- Strong written, verbal, and interpersonal skills. Proven ability to exercise sound judgment, problem-solve, and work well in collaborative settings. The applicant must possess the ability to work independently, with self-initiative, and have a keen sense of when to ask questions and seek input.



The Resource Conservation Technician is a non-exempt, at-will employee of the Crook County Natural Resource District. This is a temporary, part-time position, approximately 24-29 hours per week, not to exceed six (6) months, with paid holidays. The approximate timeframe of the position will be April/May through August/September; an exact work schedule will be established between the CCNRD Board of Supervisors and the successful applicant. Hourly wage is dependent upon educational level, skill level, and experience. Dependent upon educational background and experience, this position could entail future full-time employment with additional responsibilities. Applicant must be dependable, motivated, possess the ability to communicate with the public, and work closely with an interdisciplinary team to promote and protect the natural resources of Crook County.

**SALARY RANGE:**

\$16.50 to \$19.00 per hour, depending on qualifications and experience. The CCNRD Board of Supervisors retains the right to provide the selected candidate with a more favorable pay rate than advertised if the candidate's experience, education, and other qualifications provide greater value to the CCNRD.

**Applicant reviews will commence March 7, 2025, and continue until the position is successfully filled.**

For more information, please contact Sarah Anderson at 307-283-2870 x 100 or email [crookcountynrd@gmail.com](mailto:crookcountynrd@gmail.com).

**Motivated individuals are invited to submit a letter of interest, resume, and two references to Wayne Garman, Crook County Natural Resource District Chairman at [crookcountynrd@gmail.com](mailto:crookcountynrd@gmail.com) or P.O. Box 1070, Sundance, WY 82729. Incomplete applications will not be considered.**